



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Land Specialist DATE OPENED: 06/23/2016

DEPARTMENT: Clerk & Recorder-Plat Room CLOSING DATE: 07/08/2016

If you have any questions about this position vacancy, call: (406) 758 - 5515.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non - Union

☒ FULL TIME

☒ REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ 15.65 per Hour

☐ PART TIME

☐ SEASONAL

STARTING WAGE: \$ 16.45 per Hour

SALARY AT:

1 YEAR STEP: \$ 17.10 per Hour

2 YEAR STEP: \$ 17.79 per Hour

3 YEAR STEP: \$ 18.14 per Hour

☐ TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO ☐ YES ☐ =            NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center  
427 First Avenue East  
Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

[http://flathead.mt.gov/human\\_resources/jobs.php](http://flathead.mt.gov/human_resources/jobs.php)

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to [kalispelljsc@mt.gov](mailto:kalispelljsc@mt.gov). Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Job Title:** Land Specialist **Job Code:** 01710  
**Department:** Clerk & Recorders Office/Plat Room **Pay Grade:** Stnd 22  
**Reports to:** Office Administrator **FLSA Status:** ☒ Non-Exempt ☐ Exempt

**Department Overview:** The Flathead County Plat Room/Surveyor's Office maintains the ownership and land records for Flathead County's tax base. It is a division of the Clerk & Recorder's Office and functions under the guidance of Title 7 of Montana Statue. All land related documents with legal descriptions are approved through this office before they are officially recorded in Flathead County. Information concerning the chain of title of a parcel of land, change in ownership, property splits and address changes are maintained in the Plat Room/Surveyor's office. This is a very high traffic office. The office provides support services for private and public businesses as well as interdepartmental support within Flathead County.

**Job Summary:** Under the supervision of the office administrator, the position will assist in the land record keeping duties within the office. The position requires a high quality of technical support. Some duties require multi-tasking, working under pressure and handling continual distractions. Extensive customer and public interaction is involved.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assist at the front counter and provide courteous and knowledgeable service to the public.
- Read and approve subdivision legal descriptions on documents with knowledge of the effect of each legal document pertaining to land and ownership.
- Approve documents prior to being recorded in the Clerk & Recorder's Office.
- Enter recorded documents transferring ownership into tract books and County Land System.
- Process monetary transactions efficiently and in accordance with established guidelines.
- Scan and enter certificate of surveys, subdivisions and tract book maps into established record keeping systems.
- Type form letters, complete various forms and documents.
- Read and approve section township range legal descriptions.
- Explain department's rules and regulations pertaining to land transactions and documents.
- Process land splits and create new parcels of land based on certificate of surveys and platted subdivisions.

**Non-Essential Functions:**

- Attend workshops, seminars, and educational sessions to keep updated on Clerk & Recorder's Office procedures, guidelines, and changes in the law.

- Perform other duties as assigned, but not limited to providing backup for other staff, participating in training and continuing education opportunities.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequently required to stand, walk, stoop and lift 20lb+ tract books.
- Work on a computer and communicate with others.
- Subject to frequent interruptions.
- Work in an office environment with a moderate noise level.

**Supervision Exercised:**

This position does not regularly supervise other County employees.

**Knowledge, Skills, and Abilities:**

- Knowledge or ability to learn the duties and responsibilities of the Plat Room/Surveyor's Office.
- Knowledge or ability to learn and follow out legal descriptions.
- Knowledge or ability to know the effect of legal documents pertaining to land
- Knowledge of different Montana statues pertaining to land records, taxing, Montana Subdivision & Platting Act and Flathead County's 509D Review Criteria for land split evasions.
- Skill in the use of various office machines and a high level of proficiency in clerical functions.
- Ability to learn the Land System and Recording software applications.
- Ability to accurately enter land information into tract books and Land System.
- Ability to legibly enter all records into tract books.
- Ability to communicate effectively both, verbally and in writing.
- Ability to maintain good working relationships with the general public and staff.

**Education and Experience:**

The job requires education and experience equivalent to a high school diploma or GED equivalent with typing, general office procedures and 2+ years of responsible office/clerical experience, or any combination of education and experience which indicates possession of the knowledge, skills and abilities listed.

Action  
Adopted

Date  
6/1/2015

Reference  
Commissioners' Minutes

